



**JOB OPPORTUNITY  
DEPARTMENT OF CORRECTIONS  
WHITTLESEY ROAD  
P.O. BOX 863  
TRENTON, NJ 08625**



**THIS POSTING IS ONLY OPEN TO THE FOLLOWING:**

- ☐ Current Department of Corrections employees who are permanent in a competitive title or a Civil Service Commission-approved non-competitive title. Subject to current promotional and hiring restrictions
- ☒ State employees who are permanent in a competitive title or a Civil Service Commission-approved non-competitive title. Subject to current promotional and hiring restrictions
- ☐ Interested individuals who meet the stated requirements

**Issue Date:** May 27, 2022

**Posting No.:** 174-22

**TITLE:** Purchasing Assistant **SALARY:** \$45,521.43 - \$64,043.88

**LOCATION:** Northern State Prison, Business Office- Newark NJ

**JOB DESCRIPTION:** Under the direction of a supervisory office in a state department or agency; performs highly complex technical functions related to purchasing; does related work as required.

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**REQUIREMENTS**

**EDUCATION:** Completion of sixty (60) semester hours at an accredited college.

**EXPERIENCE:** Two (2) years of responsible technical, clerical experience in assisting professional staff in the purchase of equipment and supplies, or in maintaining purchasing records.

**NOTE:** Applicants who do not possess the required sixty (60) semester hours may substitute additional experience as indicated above on a year-for-year basis.

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**PLEASE INCLUDE RESUME AND COPY OF TRANSCRIPTS (UNOFFICIAL COPIES ARE ACCEPTABLE) IN YOUR RESPONSE. POSTING TITLE AND NUMBER MUST BE INCLUDED IN THE SUBJECT LINE OF YOUR E-MAIL. ALL ATTACHMENTS MUST BE SENT IN PDF OR WORD FORMAT ONLY. ADDITIONALLY, YOU MUST PROVIDE YOUR E-MAIL ADDRESS. TO BE CONSIDERED, RESPONSES MUST BE POSTMARKED NO LATER THAN JUNE 13, 2022.**

Forward Response To:

Dawn Graeme, Manager, Human Resources  
Regional Personnel Services, Region 2  
East Jersey State Prison  
Lock Bag "R"  
Rahway, NJ 07065

**Emailed resumes are to be sent only to:**

**DOC\_OHR-Region2@doc.nj.gov**